



Board Meeting
382 North Suncoast Blvd.
Crystal River, FL. 34429
February 1, 2017
10:00 AM

AGENDA

Conference Call # 1-800-444-2801
Access Code: 8378634

- | | | |
|--|----|----------------------|
| I Call to Order, Welcome, and Introductions | | Rob Wardlow |
| II Public Input | | Rob Wardlow |
| III Approval of Agenda | | Rob Wardlow |
| IV Consent Agenda | | Rob Wardlow |
| Board Meeting Minutes - October 5, 2016 | 2 | |
| Administrative Committee Meeting Minutes – October 5, 2016 | | |
| V Action Items | | Sonya Bosanko |
| Action Item # 2016-17-11: Disposal of Property | 7 | |
| Action Item # 2016-17-12 Board Membership | 10 | |
| Action Item # 2016-17-13 Executive Director Evaluation | 12 | |
| VI Treasurer’s Report | 13 | JJ Kenney |
| Budget vs. Actual Report – December 2016 | | |
| VII Executive Director’s Report | 19 | Sonya Bosanko |
| VIII New/Unfinished Business | | Rob Wardlow |
| Next Meeting Date: April 5, 2017 | | |
| IX Public Input: <i>Public Input is a time set aside for comments from the general public. Comments must be kept to a 3 minute limit and a speaker’s card must be completed and submitted to the Board Chair. The Chair will open the meeting to public discussion at various times during the meeting at his/her discretion.</i> | | |

**Early Learning Coalition of the Nature Coast
Board Meeting Minutes
October 5, 2016**

Members Present:

Rob Wardlow Gailen Spinka JJ Kenney Scott Carnahan Linda Barber Ryan Hausner
Nina (Jeanie) Davis

Members Present Via Phone:

Connie Mahan Matthew Brooks Sue Fogarty

Members Absent:

Alexa Mills Barbara Locke Dale French Heidi Rand Phil Scarpelli

Staff Present:

Sonya Bosanko Ingrid Ellis Sheri Ellis Sandra Woodard Tonya Hiers Desirae Rickman

Others Present:

Dana Moxley Holly Bussard

Others Present Via Phone:

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 10:10 a.m. Introductions were omitted, as everyone in the room was familiar.

Public Input

None

Approval of Agenda

Scott Carnahan motioned to approve the agenda. JJ Kenney seconded the motion. Motion carried unanimously.

Consent Agenda

Board Minutes – August 3, 2016

Administrative Committee Minutes – July 27, 2016

Scott Carnahan motioned to approve the Consent Agenda. Gailen Spinka seconded the motion. Motion carried unanimously.

Check Presentation

Amy Meek, from the Citrus County United Way, came to present a check for \$25,000 for Citrus County match. She shared that this donation is a gift, not a result of a grant application, due to the longstanding history of partnership with the ELCNC. The United Way is committed to supporting adult education in our community, assisting many with obtaining a GED. The United Way works in partnership with Withlacoochee Technical College and Central Florida College. She noted that access to affordable child care is often a hurdle to adults who wish to further their education, and the UW Board is pleased to support the work of the ELCNC. She stated that Mrs. Bosanko is an outstanding leader in our community, among non-profit agencies.

Mr. Wardlow expressed gratitude to the United Way. Mrs. Bosanko noted that the ELCNC provides reports to the United Way regarding program participants and the activities of the ELCNC. Mrs. Meek asked that she keep them posted regarding the number of children on the Citrus County wait list, in hopes that her Board might be interested in offering more assistance at a later date.

Action Item # 2016-17-08: Regions Bank

Mr. Wardlow asked the Board to establish a bank account with Regions Bank, and close current accounts at two other banks. Mrs. Bosanko feels that the ELC will receive better service from a home town bank with a local contact person. She also noted that there is a representative of Regions Bank in the Suncoast Business Masters.

Scott Carnahan motioned to approve the action item. JJ Kenney seconded the motion. Motion carried unanimously.

Action Item # 2016-17-09: 2015-2016 Annual Report

Mr. Wardlow asked the Board to adopt the ELCNC's FY 2015-2016 Annual Report. Mrs. Bosanko noted that this format is required by the state, and captures a variety of data reports and narrative overviews of ELCNC programs. Staff are working to develop an annual report designed for marketing purposes.

Scott Carnahan motioned to approve the action item. Gallen Spinka seconded the motion. Motion carried unanimously.

Treasurer's Report

Budget vs. Actual Report - August 2016

Mrs. Bosanko presented the Treasurer's Report. The financial reports provided were for the period of July 2016 - August 2016.

The financial reports provided are for the period of July 2016 through August 2016.

The School Readiness program is at an overall spending rate of 8.92%; Non Direct Services 11.15% and Direct Services 0.62%. At this point in the year, the Coalition should be approximately 17% expended.

The Voluntary Prekindergarten program is at an overall spending rate of 1.31%; Non Direct Services 7.68% and Direct Services 0.62%. At this point in the year, the Coalition should be approximately 17% expended.

The spending rate for the agency is at 6.09% with Non Direct Costs at 10.79% and Direct costs at 5.22%.

Mrs. Bosanko noted that Administrative costs are high, due to upfront costs related to the programs in operation and to changes with the reorganization of staff duties. She will monitor this in upcoming months. Mrs. Bosanko also noted that staff are working to place 50 children from the wait list to utilize the surplus currently existing in Direct Services.

Mrs. Rickman noted that the ELCNC received an additional \$200,000 in funds, of which \$155,000 will be assigned to Direct Services. Mrs. Bosanko stated that more children will be placed to utilize all available Direct Service funds.

Executive Director's Report

Mrs. Bosanko presented the Executive Director's report to the Board.

Mrs. Bosanko reviewed the Board member representation by county: 37.5% from Citrus, 37.5% from Dixie/Gilchrist/Levy, and 25% from Sumter. Her goal is to recruit two more members to represent Sumter County, to provide equal representation for all regions served by the ELCNC. Currently, private sector membership represents 37.5% of the Board.

The FY2016-2017 projected Match requirement for Citrus County is \$73,974.73. The total Match committed at this time is \$37,526.06. The current deficit is \$36,448.67. She noted that the annual Suncoast Business Masters auction is coming up in November, and it is hope that the event will raise \$38,000 - \$40,000.

The FY2016-2017 projected Match requirement for Sumter County is \$67,653.87. The total Match commitment at this time is \$6,885.98. The current deficit is \$60,767.89. Mrs. Woodard is working on fundraising in Sumter County.

The Gold Seal budget is at a projected deficit of \$28,327.

The current School Readiness enrollment in all five counties is 1,744. There were 302 children on the wait list as of the end of August.

The Nature Coast utilization report is showing a surplus of \$171,978.11 in School Readiness direct service dollars.

Mrs. Bosanko noted that there are several new sections in her Executive Director report related to the various departments and tasks completed by ELC staff members.

Holly Bussard noted that the TIP Program budget appears to be diminishing quickly. Mr. Wardlow stated that the Board will watch the utilization of this program budget in the months ahead, to determine if it will be sufficient for the entire fiscal year.

Mrs. Bosanko disclosed that her daughter has accepted a position as an aide in a VPK classroom in the Citrus County School System, and that financial decisions related to the VPK program could indirectly benefit her daughter.

JJ Kenney motioned to accept the Executive Director's Report. Jeanie Davis seconded the motion. Motion carried unanimously.

New/Unfinished Business

Mr. Wardlow discussed the difficulty occurring currently related to the Treasurer's duties. He requested that the Board consider assigning him the temporary responsibility for those duties, and appoint another member to be the Treasurer.

Jeanie Davis motioned to allow Rob Wardlow to complete Treasurer's duties until a new Treasurer can be trained by him. JJ Kenney seconded the motion. Motion carried unanimously.

Gailen Spinka motioned to appoint JJ Kenney to the Treasurer's position to complete Phil Scarpelli's term. Ryan Hausner seconded the motion. Motion carried unanimously. This shall be numbered **Action Item 2016-17-10**.

Next Regular Meeting Date: December 7, 2016 at 10:00 am.

Public Input

None

JJ Kenney motioned to adjourn at 10:35 am. Ryan Hausner seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's Main office in Crystal River.**

Minutes prepared by Ingrid Ellis

Administrative Committee Meeting

**Draft Minutes
October 5, 2016**

Members Present:

Rob Wardlow Ryan Hausner JJ Kenney (Nina) Jeanie Davis

Members Absent:

Phil Scarpelli

Staff Present:

Ingrid Ellis Desirae Rickman Sheri Ellis Sonya Bosanko Tonya Hiers Sandra Woodard

Others Present:

Holly Bussard Dana Moxley Scott Carnahan Gailen Spinka

Others Present via phone:

Vicky Pitts

Call to Order, Welcome and Introductions

Rob Wardlow called the meeting to order at 9:00 am.

Public Input:

None

Approval of Agenda

JJ Kenney motioned to approve the agenda. Jeanie Davis seconded the motion. Motion carried unanimously.

Consent Agenda

JJ Kenney motioned to approve the consent agenda. Jeanie Davis seconded the motion. Motion carried unanimously.

Treasurer's Report

Profit & Loss; Budget vs. Actual Report August 2016

Budget vs. Actual by Class Report August 2016

Mrs. Bosanko presented the Treasurer's Report to the committee beginning on page 5.

The financial reports provided are for the period of July 2016 through August 2016.

The School Readiness program is at an overall spending rate of 8.92%; Non Direct Services 11.15% and Direct Services 0.62%. At this point in the year, the Coalition should be approximately 17% expended.

The Voluntary Prekindergarten program is at an overall spending rate of 1.31%; Non Direct Services 7.68% and Direct Services 0.62%. At this point in the year, the Coalition should be approximately 17% expended.

The spending rate for the agency is at 6.09% with Non Direct Costs at 10.79% and Direct costs at 5.22%.

Mrs. Bosanko noted that Administrative costs are high, due to upfront costs related to the programs in operation and to changes with the reorganization of staff duties. She will monitor this in upcoming months.

Holly Bussard noted that it appears that there is underspending in Direct Services. Mrs. Rickman stated that 50 children from the wait list have received letters of invitation to enroll in the program. Mrs. Bussard asked how those slots are allocated to the counties. Mrs. Hiers noted that children are placed according to required priorities, in the order that they are placed on the wait list.

Mrs. Rickman noted that the ELCNC received an additional \$200,000 in funds, of which \$155,000 will be assigned to Direct Services. Mrs. Bosanko stated that more children will be placed to utilize all available Direct Service funds.

Mrs. Bosanko and Mr. Wardlow discussed the types of financial reports that are presented to the committee and the Board. Mr. Wardlow felt that too much detail is being provided. He felt that the Budget vs. Actual Report and the narrative report are the most beneficial to members. Mrs. Bussard stated that she finds the more detailed Class Accounts Report interesting and that she likes to see county by county spending. Mrs. Bosanko stated that this report can be provided to her by request, but that it will no longer be presented to the committee in accordance with Mr. Wardlow's direction.

Mrs. Bosanko and Mr. Wardlow also discussed the difficulties of completing Treasurer duties since Mr. Scarpelli has moved further away. Mr. Wardlow noted that he could request the Board to approve a temporary assignment of Treasurer duties to him, but stated that a new Treasurer must be appointed. He stated that he would be working with the new appointee to train him/her in the required duties.

Executive Director's Report

Mrs. Bosanko presented the Executive Director's report to the committee.

The FY2016-2017 projected Match requirement for Citrus County is \$73,974.73. The total Match committed at this time is \$37,526.06. The current deficit is \$36,448.67. She noted that the annual Suncoast Business Masters auction is coming up in November, and it is hope that the event will raise \$38,000 - \$40,000.

The FY2016-2017 projected Match requirement for Sumter County is \$67,653.87. The total Match commitment at this time is \$6,885.98. The current deficit is \$60,767.89. Mrs. Woodard is working on fundraising in Sumter County.

The Gold Seal budget is at a projected deficit of \$28,327.

The current School Readiness enrollment in all five counties is 1,744. There were 302 children on the wait list as of the end of August.

The Nature Coast utilization report is showing a surplus of \$171,978.11 in School Readiness direct service dollars.

Discussion occurred regarding the number of Sumter County children on the wait list, as compared to the number in Citrus County. There appears to be an uneven balance of children across the counties. Mrs. Bosanko stated that Citrus County is the only area that requires parents to prove compliance with child support enforcement, which contributes to a lower number of families on the wait list.

Mrs. Bosanko disclosed that her daughter has accepted a position as an aide in a VPK classroom in the Citrus County School System, and that financial decisions related to the VPK program could indirectly benefit her daughter.

The Executive Director's Report was accepted.

New/Unfinished Business:

None

Next Regular Meeting Date: December 7, 2016 at 9:30am.

Public Input:

None

JJ Kenney motioned to adjourn at 9:22 am. Ryan Hausner seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, a recording is available at the Coalition's main office.**

Minutes prepared by Ingrid Ellis



ACTION ITEM

Action Item # 2016-17-11

Date: February 1, 2017 **Subject:** Disposal of Property

Proposed Board Action:

Authorize the Executive Director to dispose of the following old or damaged equipment:

<u>Tag #</u>	<u>Date</u>	<u>Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>	<u>Amount</u>	<u>Damage</u>	<u>Grant Award</u>
ELCNC-09-004	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB486	\$28,370	No longer functional	SR/VPK
ELCNC-09-072	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB484	\$28,370	No longer functional	SR/VPK
ELCNC-09-083	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB483	\$28,370	No longer functional	SR/VPK
ELCNC-09-093	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB482	\$28,370	No longer functional	SR/VPK
ELCNC-09-099	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB481	\$28,370	No longer functional	SR/VPK
ELCNC-09-145	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201D0CFA	\$28,370	No longer functional	SR/VPK
ELCNC-09-151	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201D0CFE	\$28,370	No longer functional	SR/VPK
ELCNC-09-167	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D43	\$28,370	No longer functional	SR/VPK
ELCNC-09-175	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D47	\$28,370	No longer functional	SR/VPK
ELCNC-09-185	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D44	\$28,370	No longer functional	SR/VPK
ELCNC-09-196	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D41	\$28,370	No longer functional	SR/VPK
ELCNC-09-208	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D42	\$28,370	No longer functional	SR/VPK
ELCNC-09-219	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D46	\$28,370	No longer functional	SR/VPK
ELCNC-09-263	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB4A4	\$28,370	No longer functional	SR/VPK
ELCNC-09-268	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D40	\$28,370	No longer functional	SR/VPK
ELCNC-09-276	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB4A6	\$28,370	No longer functional	SR/VPK
ELCNC-09-292	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB4A0	\$28,370	No longer functional	SR/VPK
ELCNC-09-295	5/5/2009	Phone & Cordless	Aastra	480ICT	A70445600553	\$28,370	No longer functional	SR/VPK
ELCNC-09-299	5/5/2009	Phone	Aastra	480ICT	A70445600844	\$28,370	No longer functional	SR/VPK
ELCNC-09-306	5/5/2009	Phone	Aastra	480ICT	A70445600547	\$28,370	No longer functional	SR/VPK
ELCNC-09-310	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB4A5	\$28,370	No longer functional	SR/VPK
ELCNC-09-313	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB4A2	\$28,370	No longer functional	SR/VPK
ELCNC-09-515	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN97020FB8F	\$28,370	No longer functional	SR/VPK
ELCNC-09-526	5/5/2009	Phone	Aastra	57i	0D07490B0	\$28,370	No longer functional	SR/VPK
ELCNC-09-040	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB480	\$28,370	No longer functional	SR/VPK
ELCNC-09-047	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN920DB485	\$28,370	No longer functional	SR/VPK
ELCNC-09-054	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB487	\$28,370	No longer functional	SR/VPK
ELCNC-09-110	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201D0FB	\$28,370	No longer functional	SR/VPK
ELCNC-09-113	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201D0FD	\$28,370	No longer functional	SR/VPK
ELCNC-09-118	5/5/2009	Phone	Grandstream	GXP 2000	20EYV9201D0CC8	\$28,370	No longer functional	SR/VPK
ELCNC-09-0137	5/5/2009	Phone	Grandstream	GX/2020	20EYVGM910200CF9	\$28,370	No longer functional	SR/VPK
ELCNC-09-171	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201E7D45	\$28,370	No longer functional	SR/VPK

ELCNC-09-250	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB4A3	\$28,370	No longer functional	SR/VPK
ELCNC-09-253	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB5A0	\$28,370	No longer functional	SR/VPK
ELCNC-09-258	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9101D0D9F	\$28,370	No longer functional	SR/VPK
ELCNC-09-273	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN8C01CAC74	\$28,370	No longer functional	SR/VPK
ELCNC-09-283	5/5/2009	Phone & Cordless	Aastra	480ict	A70445600553	\$28,370	No longer functional	SR/VPK
ELCNC-09-293	5/5/2009	Phone	Grandstream	GXP 2000	20EYVGN9201DB4A1	\$28,370	No longer functional	SR/VPK
ELCNC-0-008	8/6/2008	Laptop	Fujitsu	P1620	R8611341	\$2,304.48	No longer operational	SR/VPK
ELCNC-0-014	3/18/2008	Laser Printer	Brother	HL4040CN	U61776D7J136074	\$399.98	No longer operational	SR/VPK
ELCNC-0-036	1/3/2006	Laptop	Dell	X1	CN-0G6951-36521-5BN003E	\$1,759.82	Utilized for parts	SR/VPK
ELCNC-0-050	5/22/2006	Laptop	Dell	X1	CN-065951-36521-62G-1C6	\$1,662.12	Utilized for parts	SR/VPK
ELCNC-0-10	7/24/2007	Monitor	Envision	G22LWK	95273CA000087	\$329.98	No longer operational	SR/VPK
ELCNC-0-102	5/22/2006	Laptop	Dell	X1	DJYSY91	\$1,662.12	No longer operational	SR/VPK
ELCNC-0-11	5/22/2006	Monitor	Envision	G22LWK	95273CA000163	\$269.99	No longer operational	SR/VPK
ELCNC-0-110	5/22/2006	Laptop	Dell	X1	8KYSY91	\$1,662.12	No longer operational	SR/VPK
ELCNC-0-112	5/22/2006	Laptop	Dell	X1	GLYSY91	\$1,662.12	No longer operational	SR/VPK
ELCNC-0-122	4/14/2006	Printer	Brother	MFC9420C N	U61407A6X140974	\$799.97	No longer operational	SR/VPK
ELCNC-0-128	5/22/2006	Laptop	Dell	X1	8LYSY911	\$1,662.12	No longer operational	SR/VPK
ELCNC-0-135	5/22/2006	Printer	K. Minolta	2300DL	53112578.16	\$599.98	No longer operational	SR/VPK
ELCNC-0-137	4/30/2009	Laptop	Dell	X1	5MYSY91	\$1,662.12	No longer operational	SR/VPK
ELCNC-09-071	4/30/2009	Printer	Samsung	SCX4500	9761BADPB12324J	\$349.95	No longer operational	SR/VPK
ELCNC-09-155	4/30/2009	Printer	Samsung	SCX4500	9761BADPB123901X	\$349.95	No longer operational	SR/VPK
ELCNC-09-158	4/30/2009	Date Stamp	Widmer	T3	259507	\$385.00	No longer operational	SR/VPK
ELCNC-09-173	4/30/2009	Printer	Samsung	SCX4500	971BFFPC00391M	\$349.95	No longer operational	SR/VPK
ELCNC-09-197	4/30/2009	Printer	Samsung	SCX4500	9761BFFQA00428X	\$349.95	No longer operational	SR/VPK
ELCNC-09-518	4/30/2009	Date Stamp	Widmer	T3	259509	\$385.00	No longer operational	SR/VPK
ELCNC-09-520	9/22/2009	Laser Printer	Brother	MFC8480D N	U62272A9J111671	\$399.99	No longer operational	SR/VPK
ELCNC-10-027	11/23/2010	Firewall	Watchguard	X55E XP2ES	7076775862CODF	\$979.99	No longer operational	SR/VPK
ELCNC-0-058	1/11/2016	Computer Tower	Dell	GX620	8KX9391	\$1,575.25	No longer operational	SR
ELCNC-0-101	3/13/2006	Computer Tower	Dell	GX620	G8YVL91	\$1,576.93	No longer operational	SR
ELCNC-0-106	4/27/2006	Computer Tower	Dell	GX620	4FGIT91	\$1,576.93	No longer operational	SR/VPK
ELCNC-0-123	6/26/2007	Computer Tower	Dell	Optiplex745	80045507347407	\$1,055.24	No longer operational	SR/VPK
ELCNC-0-124	6/26/2007	Computer Tower	Dell	Optiplex 745	80045474985076	\$1,055.24	No longer operational	SR/VPK
ELCNC-9-198	4/30/2009	Computer Tower	HP	DX2400	2UA9160G5G	\$519.95	No longer operational	SR/VPK
ELCNC-11-005	11/8/2011	Ipad	Apple	MC984LL/A	DLXG91QRDKNY	\$829.00	No longer operational	SR/VPK

Budget Considerations:

None.

Background Information:

The Coalition is required to maintain an inventory list of all assets purchased with grant funds. The disposal of such assets must be approved by the Board and recorded in the Coalition's accounting system.

Points of Consideration:

The disposal of grant funded assets must be approved by the awarding agency.

Effective Date:

February 1, 2017, or the date approved by the awarding agency whichever is later.

Supporting Documentation: None

Prepared by: Desirae Rickman, Director of Finance

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action

ACTION ITEM

Action Item # 2016-17-12

Date: February 1, 2017

Subject: Board Membership

Proposed Board Action

1. Appoint Brian Coleman to serve as the Board of County Commissioners' representative to the ELCNC Board of Directors.

Budget Considerations:

None

Background Information:

1. Florida Statute 1002.83 (4) (c) requires Coalition membership to include a representative of the Board of County Commissioners.

Points of Consideration:

Brian Coleman was appointed to replace Scott Carnahan as the representative to the ELCNC Board.

Effective Date:

February 1, 2017

Supporting AVAILABLE Documentation: Email of appointment

Prepared by: Sonya Bosanko

Submitted by: Rob Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action

From: Douglas A. Wright [mailto:Douglas.Wright@citrusbocc.com]

Sent: Wednesday, December 7, 2016 8:20 AM

To: sheri ellis <sellis@elc-naturecoast.org>

Subject: RE: Board of Directors December 7,2016 Agenda

Good morning Sheri,

Please change the BOCC Representative for the ELC from Commissioner Scott Carnahan to Commissioner Brian Coleman – Brian.Coleman@citrusbocc.com

If you have any questions, please let me know. Thanks

Doug

ACTION ITEM

Action Item # 2016-17-13

Date February 1, 2017 **Subject:** Executive Director Performance Appraisal

Proposed Board Action

Adopt the following **Executive** Director Performance Appraisal

Critical Element #	Description of Critical Element	Gailen Spinka	JJ Kenney	Ryan Hausner	Final Rating
1	Performance on Florida's Office of Early Learning Audits (School Readiness & VPK).	4	4	5	4.33
2	Performance on Florida's Office of Early Learning Financial Audit.	4	4	5	4.33
3	Performance on annual Single Independent Audit (financial).	5	5	5	5.00
4	Fiscal Management	4	5	5	4.67
5	Maintains contact and strong relationships with funding sources to sufficiently meet match funding and explores new funding sources for current and future needs.	4	5	5	4.67
6	Community and Public Relations	5	5	5	5.00
7	Administrative/Management/Leadership	5	5	5	5.00
8	Board and Committee Relationships	4	5	5	4.67
Total Points		35	38	40	37.67
Overall Rating		4.38	4.75	5.00	4.71

Budget Considerations:

None

Background Information:

The Early Learning Coalition of the Nature Coast's performance appraisal procedure is designed to document the expectations of the Executive Director and organizational performance, provide a meaningful process by which the Executive Director can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary.

The performance appraisal was developed utilizing critical elements, which are designed to hold the Executive Director accountable for the work assignments and responsibilities for the position. The performance standards are expressions of the performance threshold(s), requirement(s), or expectations(s) and must be met for each element at a particular level of performance. They are focused on results and include credible measures.

Points of Consideration:

Effective Date:

Evaluation Signature Date

Supporting Documentation: Executive Director Performance Appraisal

Prepared by: Sheri Ellis

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action

**Early Learning Coalition of the Nature Coast, Inc.
Budget vs. Actual Report
December 2016**

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	0.00	0.00	0.00	0.0%
4000 Contracts, Grants & Other				
4000-01 State & Federal Grants				
4000-01-01 SR Income	4,520,631.61	3,973,476.00	547,155.61	113.77%
4000-01-02 VPK Income	2,513,187.55	2,108,550.00	404,637.55	119.19%
4000-01-03 O&A	0.00	5,154.00	-5,154.00	0.0%
4000-01-04 PFP Project Income	90,491.38	225,546.00	-135,054.62	40.12%
4000-01-05 University of Florid	2,100.00	0.00	2,100.00	100.0%
Total 4000-01 State & Federal Grants	7,126,410.54	6,312,726.00	813,684.54	112.89%
4000-03 Match Income				
4000-03-01 United Way				
4000-03-01-01 Citrus County	10,416.65	0.00	10,416.65	100.0%
4000-03-01-02 NCF - Dixie	8.04			
4000-03-01-03 NCF - Gilchrist	8.04			
4000-03-01-04 NCF - Levy	8.04			
4000-03-01-05 Sumter County	0.00	0.00	0.00	0.0%
Total 4000-03-01 United Way	10,440.77	0.00	10,440.77	100.0%
Total 4000-03 Match Income	10,440.77	0.00	10,440.77	100.0%
4000-04 Gifts,Donations,Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	9,934.69	0.00	9,934.69	100.0%
4000-04-01-05 Sumter County	7,010.98	0.00	7,010.98	100.0%
Total 4000-04-01 Match Income	16,945.67	0.00	16,945.67	100.0%
Total 4000-04 Gifts,Donations,Pledges	16,945.67	0.00	16,945.67	100.0%
4003 Outreach & Awareness Grant	0.00	0.00	0.00	0.0%
Total 4000 Contracts, Grants & Other	7,153,796.98	6,312,726.00	841,070.98	113.32%
4006 Interest Income	110.26	0.00	110.26	100.0%
4020 Other Miscellaneous Rev				
4040 Unrestricted Income	0.00	0.00	0.00	0.0%
4042 Match Income				
4042-01 Match Income Citrus				
4042-01-02 Suncoast Business	21,164.13	0.00	21,164.13	100.0%
Total 4042-01 Match Income Citrus	21,164.13	0.00	21,164.13	100.0%
Total 4042 Match Income	21,164.13	0.00	21,164.13	100.0%
4049 Provider Debt	450.00	0.00	450.00	100.0%
4050 Restitution	-395.10	0.00	-395.10	100.0%
4060 Child Passenger Safety				
4060-01 Unrestricted CPS Funds	0.00	0.00	0.00	0.0%
4060-02 Restricted CPS Funds	525.00	0.00	525.00	100.0%
4060-03 CPS Seat Income	3,457.00	0.00	3,457.00	100.0%
Total 4060 Child Passenger Safety	3,982.00	0.00	3,982.00	100.0%
Total 4020 Other Miscellaneous Rev	25,201.03	0.00	25,201.03	100.0%

Total Income	7,179,108.27	6,312,726.00	866,382.27	113.72%
Gross Profit	7,179,108.27	6,312,726.00	866,382.27	113.72%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	-140.75	0.00	-140.75	100.0%
Total 5300 (Shared Cost Pool)	-140.75	0.00	-140.75	100.0%
5400 (Unrestricted Expense)				
5405 Sumter County	0.00	0.00	0.00	0.0%
5400 (Unrestricted Expense) - Other	901.37	0.00	901.37	100.0%
Total 5400 (Unrestricted Expense)	901.37	0.00	901.37	100.0%
5900 Prior Year Expense - SR	-854.46	0.00	-854.46	100.0%
6040 - Child Passenger Safety				
6040-02 CPS Marketing	159.68	0.00	159.68	100.0%
6040-03 CPS Child Seats	263.92	0.00	263.92	100.0%
6040-04 Travel	805.03			
6040-05 Registration and Member	0.00	0.00	0.00	0.0%
Total 6040 - Child Passenger Safety	1,228.63	0.00	1,228.63	100.0%
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	100.00	246.00	-146.00	40.65%
6100-01-01-02 Emp Certification	0.00	0.00	0.00	0.0%
6100-01-01-03 Emp Train & Mat	0.00	0.00	0.00	0.0%
6100-01-01-04 Conferences	188.00	126.00	62.00	149.21%
Total 6100-01-01 Staff Development	288.00	372.00	-84.00	77.42%
6100-01-02 Tuition Reimbursemen	0.00	0.00	0.00	0.0%
Total 6100-01 Staff Development	288.00	372.00	-84.00	77.42%
6100-02 Professional Services				
6100-02-02 Audit	1,100.00	8,802.00	-7,702.00	12.5%
6100-02-03 IT	0.00	2,496.00	-2,496.00	0.0%
6100-02-04 Legal	0.00	126.00	-126.00	0.0%
6100-02-07 Printing & Reproduct	541.00	1,998.00	-1,457.00	27.08%
6100-02-08 Repair & Maint	3,385.92	3,750.00	-364.08	90.29%
6100-02-09 Other	3,300.00	4,998.00	-1,698.00	66.03%
Total 6100-02 Professional Services	8,326.92	22,170.00	-13,843.08	37.56%
6100-03 Occupancy				
6100-03-01 Electricity	8,628.29	9,498.00	-869.71	90.84%
6100-03-02 Facility Maint	4,075.71	7,248.00	-3,172.29	56.23%
6100-03-03 Office Lease	54,796.40	42,948.00	11,848.40	127.59%
6100-03-04 Waste	2,386.19	2,952.00	-565.81	80.83%
6100-03-05 Water	799.84	714.00	85.84	112.02%
6100-03-06 Storage	2,544.18	2,322.00	222.18	109.57%
6100-03-07 Sewer	850.20	840.00	10.20	101.21%
Total 6100-03 Occupancy	74,080.81	66,522.00	7,558.81	111.36%
6100-04 Postage, Freight, Deliv				

6100-04-01 Postage	5,599.77	7,500.00	-1,900.23	74.66%
Total 6100-04 Postage, Freight, Deliv	5,599.77	7,500.00	-1,900.23	74.66%
6100-05 Rentals				
6100-05-01 Office Equipment	4,102.75	4,405.00	-302.25	93.14%
Total 6100-05 Rentals	4,102.75	4,405.00	-302.25	93.14%
6100-06 Supplies				
6100-06-01 Office Supplies	8,483.04	9,498.00	-1,014.96	89.31%
Total 6100-06 Supplies	8,483.04	9,498.00	-1,014.96	89.31%
6100-07 Communications				
6100-07-01 Office Phones	7,652.55	4,320.00	3,332.55	177.14%
6100-07-02 Cell Phones	4,352.26	4,998.00	-645.74	87.08%
6100-07-03 Internet	7,031.41	6,096.00	935.41	115.35%
Total 6100-07 Communications	19,036.22	15,414.00	3,622.22	123.5%
6100-08 Insurance				
6100-08-01 D & O	3,460.05	1,998.00	1,462.05	173.18%
6100-08-03 General Liability	1,033.03	1,500.00	-466.97	68.87%
6100-08-04 Worker's Comp	11,209.95	5,496.00	5,713.95	203.97%
6100-08-06 Other Insurance	894.28	0.00	894.28	100.0%
Total 6100-08 Insurance	16,597.31	8,994.00	7,603.31	184.54%
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	0.00	498.00	-498.00	0.0%
Total 6100-09-01 Equip =>\$1,000	0.00	498.00	-498.00	0.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	3,441.80	1,500.00	1,941.80	229.45%
6100-09-02-01-02 > = 250	0.00	1,500.00	-1,500.00	0.0%
6100-09-02-01 Computers - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-01 Computers	3,441.80	3,000.00	441.80	114.73%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	367.22	246.00	121.22	149.28%
6100-09-02-02-02 > = 250	299.99	246.00	53.99	121.95%
6100-09-02-02 Non Fixed Assets - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-02 Non Fixed Assets	667.21	492.00	175.21	135.61%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 < = 250	639.96	0.00	639.96	100.0%
6100-09-02-03-02 > = 250	0.00	0.00	0.00	0.0%
6100-09-02-03 Electronic Equip - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-03 Electronic Equip	639.96	0.00	639.96	100.0%
Total 6100-09-02 Equip =<1000	4,748.97	3,492.00	1,256.97	136.0%
Total 6100-09 Tangible Personal Prop	4,748.97	3,990.00	758.97	119.02%
6100-10 Quality				
6100-10-02 Training Materials	0.00	246.00	-246.00	0.0%
6100-10-03 Educ & Outreach	0.00	0.00	0.00	0.0%
6100-10-04 Provider Grants	0.00	0.00	0.00	0.0%

6100-10-05 Scholarships	14,623.00	9,996.00	4,627.00	146.29%
Total 6100-10 Quality	14,623.00	10,242.00	4,381.00	142.78%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	1,813.12	1,500.00	313.12	120.88%
6100-11-03 Travel - Local	11,511.68	12,498.00	-986.32	92.11%
6100-11-04 Travel - Board	64.56	246.00	-181.44	26.24%
Total 6100-11 Travel	13,389.36	14,244.00	-854.64	94.0%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	1,883.58	1,248.00	635.58	150.93%
6100-12-02 Software	14.99	396.00	-381.01	3.79%
6100-12-03 Web Services				
6100-12-03-01 EFS	0.00	0.00	0.00	0.0%
6100-12-03-02 Web Serv - Other	16.67	96.00	-79.33	17.37%
6100-12-03 Web Services - Other	0.00	0.00	0.00	0.0%
Total 6100-12-03 Web Services	16.67	96.00	-79.33	17.37%
6100-12-04 Other Emp Expend	202.75	996.00	-793.25	20.36%
6100-12-05 Dues & Subscrip	652.50	2,160.00	-1,507.50	30.21%
6100-12-06 Tax, License, Fee	1,432.43	498.00	934.43	287.64%
6100-12-08 Misc/Other Current	520.00	0.00	520.00	100.0%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	2,285.45	2,274.00	11.45	100.5%
6100-12-09-02 Ad - Legal	483.33	696.00	-212.67	69.44%
Total 6100-12-09 Advertising	2,768.78	2,970.00	-201.22	93.23%
Total 6100-12 Other Expenses	7,491.70	8,364.00	-872.30	89.57%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	601,675.51	581,288.00	20,387.51	103.51%
6100-13-02 Payroll Taxes	44,899.18	49,710.00	-4,810.82	90.32%
6100-13-03 Benefits - Reemploy	8.00	1,446.00	-1,438.00	0.55%
6100-13-04 Health Benefits	44,346.06	80,526.00	-36,179.94	55.07%
6100-13-05 Retirement Benefits	51,240.69	51,522.00	-281.31	99.45%
6100-13-06 Life,Disabiity,Other	12,383.52	18,876.00	-6,492.48	65.61%
Total 6100-13 Employer Prov Sal & Ben	754,552.96	783,368.00	-28,815.04	96.32%
6100-14 Direct Services - Child				
6100-14-01 School Readiness				
6100-14-01-01 97C00	0.00	0.00	0.00	0.0%
6100-14-01-02 97G00	82,296.32	77,586.00	4,710.32	106.07%
6100-14-01-03 97GNW	364,875.64	375,711.00	-10,835.36	97.12%
6100-14-01-04 97GSD	140,262.42	130,152.00	10,110.42	107.77%
6100-14-01-05 97P00	1,650,236.02	1,757,313.00	-107,076.98	93.91%
6100-14-01-06 97R00	723,097.69	673,715.00	49,382.69	107.33%
6100-14-01-07 97GTA	884.48	6,383.00	-5,498.52	13.86%
6100-14-01-08 Match	71,612.92	0.00	71,612.92	100.0%
6100-14-01-09 97CF0	0.00	0.00	0.00	0.0%
6100-14-01-10 97IGS	0.00	0.00	0.00	0.0%
6100-14-01-11 97CSO	561.75	56,541.00	-55,979.25	0.99%

6100-14-01-12 97CSD	16,532.54			
6100-14-01-13 97CSQ	18,068.13	11,664.00	6,404.13	154.91%
Total 6100-14-01 School Readiness	3,068,427.91	3,089,065.00	-20,637.09	99.33%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	1,994,398.62	2,001,204.00	-6,805.38	99.66%
6100-14-02-02 VPPRS - Summer	25,052.31	24,996.00	56.31	100.23%
6100-14-02-03 VPKSD	1,713.20	1,248.00	465.20	137.28%
6100-14-02-04 VPPRP Prepay	49,101.06	0.00	49,101.06	100.0%
Total 6100-14-02 VPK	2,070,265.19	2,027,448.00	42,817.19	102.11%
Total 6100-14 Direct Services - Child	5,138,693.10	5,116,513.00	22,180.10	100.43%
6100-15 VPK Awareness Grant				
6100-15-01 VPMNI	0.00	5,154.00	-5,154.00	0.0%
Total 6100-15 VPK Awareness Grant	0.00	5,154.00	-5,154.00	0.0%
6100-16 Program Advance				
6100-16-01 SR Advance	684,725.00	0.00	684,725.00	100.0%
6100-16-02 VPK Advance	358,035.00	0.00	358,035.00	100.0%
6100-16-03 PFP Advance	0.00	0.00	0.00	0.0%
Total 6100-16 Program Advance	1,042,760.00	0.00	1,042,760.00	100.0%
6100-17 Performance Pilot Proje				
6100-17-01 97PFA	101.13	8,100.00	-7,998.87	1.25%
6100-17-02 97PFC	0.00	0.00	0.00	0.0%
6100-17-03 97PMC	1,217.86	5,196.00	-3,978.14	23.44%
6100-17-04 97PFPCG	0.00	0.00	0.00	0.0%
6100-17-05 97PFPHN	33,906.69	119,262.00	-85,355.31	28.43%
6100-17-06 97PFPPR	10,597.69	25,878.00	-15,280.31	40.95%
6100-17-07 97PFPCCL	0.00	61,896.00	-61,896.00	0.0%
6100-17-08 97PFT	180.40	5,196.00	-5,015.60	3.47%
6100-17-09 UF - ELC Admin	0.00	0.00	0.00	0.0%
6100-17-10 UFCop Practitioner	1,200.00	0.00	1,200.00	100.0%
6100-17-11 UFCoP Facilitator	0.00	0.00	0.00	0.0%
6100-17-12 UF CLASS	0.00	0.00	0.00	0.0%
6100-17-13 UF WELS	0.00	0.00	0.00	0.0%
Total 6100-17 Performance Pilot Proje	47,203.77	225,528.00	-178,324.23	20.93%
Total 6100 Program Expenses	7,159,977.68	6,302,278.00	857,699.68	113.61%
8000 - Provider Disbursement				
8000-01 SR	0.00	0.00	0.00	0.0%
8000-02 VPK	0.00	0.00	0.00	0.0%
8000-03 VPK PP	0.00	0.00	0.00	0.0%
8000-04 CSQ	0.00			
Total 8000 - Provider Disbursement	0.00	0.00	0.00	0.0%
Total Expense	7,161,112.47	6,302,278.00	858,834.47	113.63%
Net Income	17,995.80	10,448.00	7,547.80	172.24%

**Narrative Budget Report
December 2016**

Spending Rate:

Below are the actual rates for each program, which are also broken out by non-direct services and direct services, and the agency wide spending rates for July through December 2016:

School Readiness Overall Spending Rate: 49.27%

- Non Direct Services: 49.06%
- Direct Services (Match/Advance Removed): 49.33%
- At this point in the fiscal year, we should be approximately 50% expended.

VPK Overall Spending Rate: 51.11%

- Non Direct Services: 52.34%
- Direct Costs (Advance Removed): 51.06%
- At this point in the fiscal year, we should be approximately 50% expended. It is important to note that the VPK program is funded based on the estimated number of four year olds in the county. When we serve more than the expected number, our spending rate is increased; however, we must enroll all children who request VPK services.

Agency Spending Overall Spending Rate: 49.87%

- Non Direct Costs: 49.07%
- Direct Costs (items removed as above): 50.02%

Spending Rate Threshold: Below is a list of the thresholds that are required for each OCA and the actual percentage year to date:

School Readiness Program:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending Year to Date</u>
Administration	Max 5%	6.51%
Admin/Non Direct/Quality	Max 22%	21.89%
Infant & Toddler	Min \$101,323	\$69,544 (68.64%)
Quality	Min 4%	8.22%
Direct Services	Min 78%	78.11%

Voluntary Pre-Kindergarten:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending to Date</u>
Administration	4% of Direct Services Expenses	4.20%
Direct Services	96%	

Executive Director's Report

Membership:

Board Members

1. Alexa Mills
2. Barbara Locke
3. Connie Mahan*
4. Dale French
5. Gailen Spinka*
6. Heidi Rand
7. Jeanie Davis
8. JJ Kenney*
9. Linda Barber
10. Matt Brooks*
11. Phil Scarpelli
12. Rob Wardlow*
13. Ryan Hausner
14. Scott Carnahan
15. Sonya Warden
16. Sue Cohill Fogarty*

Executive Committee

1. Rob Wardlow
2. JJ Kenney
3. Gailen Spinka
4. Ryan Hausner

Administrative Committee

1. Rob Wardlow
2. Phil Scarpelli
3. JJ Kenney
4. Jeanie Davis
5. Ryan Hausner

Marketing Committee

1. Barbara Locke
2. Gailen Spinka
3. Phil Scarpelli
4. Ryan Hausner
5. Holly Bussard

Review Hearing Committee

1. Linda Barber (Ryan Hausner-Alternate)
2. Phil Scarpelli (No Alternate)
3. Jeanie Davis (No Alternate)

*Indicates Private Sector

1. The following chart provides Board Member representation by ELCNC regions.

Citrus 6 Members (37.5%)	Dixie, Gilchrist, and Levy 6 Members (37.5%)	Sumter 4 Members (25%)
1. Gailen Spinka	1. Alexa Mills	1. Connie Mahan
2. JJ Kenney	2. Barbara Locke	2. Heidi Rand
3. Linda Barber	3. Dale French	3. Jeanie Davis
4. Rob Wardlow	4. Matt Brooks	4. Phil Scarpelli
5. Scott Carnahan	5. Ryan Hausner	
6. Sue Cohill Fogarty	6. Sonya Warden	

2. There are six Private Sector Members, which represents 37.5% of the Board.
3. The ELCNC's goal is to recruit two additional Sumter County Private Sector Board Members. If the ELCNC achieves this goal, all regions will be represented equally and private sector membership will represent 44% of the Board.
4. Jeanie Davis, the alternate for Rob Wolfe, will serve as a Review Hearing Committee member; however, an alternate member should be appointed.

Finance Department Update:

School Readiness Match Report and Projections:

Month	Citrus County	Sumter County	Status
July	\$6,117.49	\$5,386.94	Actual
August	\$6,168.84	\$5,660.63	Actual
September	\$5,716.53	\$5,360.51	Actual
October	\$5,586.76	\$5,266.84	Actual
November	\$6,717.24	\$6,300.86	Actual
December	\$6,845.49	\$6,531.03	Actual
January	\$6,845.49	\$6,531.03	Projected
February	\$6,845.49	\$6,531.03	Projected
March	\$6,845.49	\$6,531.03	Projected
April	\$6,845.49	\$6,531.03	Projected
May	\$6,845.49	\$6,531.03	Projected
June	\$6,845.49	\$6,531.03	Projected
Total	\$78,225.29	\$73,692.99	Projected
Total Match Committed	\$66,098.82	\$7,010.98	
Variance	(\$12,126.47)	(\$66,682.01)	

Gold Seal Report and Projections:

GOLD SEAL PROVIDER REPORT		
School Readiness		
	Total Gold Seal Budget:	\$260,307
	Total INT Budget	
Month	Total Gold Seal Expenditures	Remaining Budget
Jul-16	\$23,892.34	\$236,415
Aug-16	\$24,067.41	\$212,347
Sep-16	\$21,769.34	\$190,578
Oct-16	\$21,819.00	\$168,759
Nov-16	\$24,589.54	\$144,169
Dec-16	\$24,142.67	\$120,027
Jan-17	\$24,142.67	\$95,884
Feb-17	\$24,142.67	\$71,741
Mar-17	\$24,142.67	\$47,599
Apr-17	\$24,142.67	\$23,456
May-17	\$24,142.67	(\$687)
Jun-17	\$24,142.67	(\$24,829)

School Readiness Enrollment: The following represents School Readiness and VPK enrollment by county:

County	# of SR children enrolled	# of VPK children enrolled
Citrus	775	789
Dixie	44	110
Gilchrist	85	129
Levy	387	263
Sumter	519	489
Total	1810	1780

School Readiness Waitlist:

Dec 2016	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	1	1	1	0	2	0	4	9
Dixie	0	0	0	0	0	0	0	0
Gilchrist	0	0	0	0	0	0	0	0
Levy	0	0	1	0	0	0	2	3
Sumter	2	1	1	0	1	0	4	9
Total	3	2	3	0	3	0	10	21

Education Department Update:

Months included: July – December

School Readiness Child Screening Program	
# of screenings completed by parents/caregivers	943
# of parents/caregivers who opted out of screening	114
# of screenings with noted areas of concern	327
# of referrals provided	123

Training Program			
	<u>Citrus</u>	<u>DGL</u>	<u>Sumter</u>
# of training hours provided or facilitated	65.5	59.5	54
# of training participants	150	182	164
TIP Program expenditures	\$4460.50	\$4942.50	\$5265.00

Contract Monitoring Activities

<u>School Readiness Program</u>	
# of monitors completed	41
Average score achieved	95.9%
Common concerns noted	Records maintenance, adequate system for documenting parent fee collection
<u>Voluntary Prekindergarten Program</u>	
# of monitors completed	41
Average score achieved	99.85%
Common concerns noted	N/A

Performance Funding Project Activities

# of participating programs	12
# of MMCI training hours offered by ELC staff	12
# of MMCI participants	33
# of TA visits conducted	24
# of participants in Early Learning Florida courses	33

Child Passenger Safety Program Activities

	<u>Citrus</u> <u>ELC and Sheriff</u>	<u>Dixie/Gilchrist/Levy</u> <u>ELC and DOH</u>	<u>Sumter</u> <u>ELC and Sheriff</u>
Number of inspections completed	136	67	60
Number of seats correct upon arrival	16	7	2
Number of installations for newborns	22	8	5
% of seats <u>incorrect</u> upon arrival (misuse rate) *	72%	77.6%	95%
Number of seats provided (includes installations for newborns)	79	51	49
Number of caregivers educated	115	53	46
Number of community events attended	11	3	2
Number of contacts at community events	125	103	14
Number of media releases	28	12	9
Client fees collected	\$1,907 **	\$720 ELC / \$470DOH ***	\$410 ELC / \$580SO ****
Donations received	\$300 Agape House	\$225 Children's Alliance	0

* Misuse rate is calculated by subtracting the number of correct seats and new installations from the total number of inspections completed, and dividing balance by the total.

** Client fees from seats provided through the Citrus Sheriff's office are provided to the ELC for the car seat program.

*** Client fees from seats provided by the Department of Health are used by the DOH to purchase additional seats for their clients.

**** Client fees for all seats in Sumter County are provided by the Sumter County Sheriff's office for the ELC car seat program.

Eligibility Department Update:

Referral Type	2016-17	Aug	Sept	Oct	Nov	Dec	TOTAL	All County Total
PS (Protective Service)								
Child from a family under DCF's supervision for abuse or neglect	Citrus	12	7	7	7	19	52	90
	DGL	3	4	3	1	0	11	
	Sumter	13	9	2	1	2	27	
PI (Protective Investigation)								
Child from a family that DCF is investigating for child abuse or neglect	Citrus	17	5	0	4	1	27	46
	DGL	4	1	1	2	3	11	
	Sumter	1	3	0	2	2	8	
FOSTER								
Child placed in foster care under DCF's supervision due to abuse or neglect	Citrus	7	7	5	3	0	22	31
	DGL	0	0	0	0	0	0	
	Sumter	4	0	2	2	1	9	
CAREERSOURCE								
Needy families receiving cash assistance required to participate in job training and support services	Citrus	0	4	2	6	3	15	38
	DGL	9	3	0	1	1	14	
	Sumter	2	4	0	0	3	9	
DOMESTIC VIOLENCE								
Child in custody of parent that is a victim of domestic violence and residing in a certified domestic violence center	Citrus	0	0	3	0	0	3	6
	DGL	0	0	0	0	3	3	
	Sumter	0	0	0	0	0	0	
DIVERSION								
Family participating with department prescribed activities: education, health services, work program	Citrus	4	0	2	2	2	10	38
	DGL	3	3	0	0	0	6	
	Sumter	11	6	5	0	0	22	
HOMELESS								
Child in custody of parent that has been declared homeless by a DCF designated lead agency	Citrus	3	0	3	0	1	7	10
	DGL	0	0	0	0	0	0	
	Sumter	1	0	0	2	0	3	

Public Relations Update:

Months included: July – December

Agency Presentations

Suwanee Valley Rotary
League of Women Voters, The Villages
Lake-Sumter State College Early Childhood Education Advisory Council
American Association of University Women, The Villages
The Villages Daily Sun Interview (See attached article)

Community Involvement

Levy County Commission
Sumter County Affordable Housing
Wildwood City Commission
Gilchrist Transportation Disadvantaged Board
Lake-Sumter State College Foundation Board
Faith-Based & Community-Based Advisory Council
United Way Lake & Sumter Partner
Community Alliance of Citrus
Sumter Children's Alliance
Congressman Daniel Webster Meet N Greet
Santoro Life Skills Foundation Partner
Sumter County Commission
Candidate Forum, The Villages
Sumter Chamber
Healthy Families Advisory Board
Sumter School Board
Kids Central Neighborhood Project Advisory Group
Lake-Sumter Grantsmanship Network
Levy Transportation Disadvantaged
Agency Spotlight Article, Villages Daily Sun
2017 Children's Week Committee Planning
Fire Safety Awareness Event
Lake-Sumter State College Early Childhood Education Advisory Council
Greater Chiefland Area Chamber
City of Wildwood Spooktacular
Dixie Transportation Disadvantage Board
Sumter Transportation Disadvantage Board
Sumter Community Action Partnership

Grant Writing

Suncoast Credit Union
Insight Credit Union
Jacobsen Foundation
United Way of Lake & Sumter
United Way Citrus

Community Wide Initiatives

Santoro Foundation Social & Emotional Intelligence Study, Sumter
United Way Lake & Sumter / DCF Safe Sleep Campaign, Sumter
League of Women Voters VPK Study, Sumter
American Association of University Women VPK Study, Sumter
United Way Lake & Sumter Holiday Pajama Drive